| POLICY: 1022 | PLANNING | DATE: 04/19/83 |

| TITLE: Policy on Contingency Plan

Purpose

To set forth the policies, requirements and guidelines to be followed b
the Information Services Division of the Department of General Services
in the event of a contingency affecting the services provided by ISD.

Policy

 ISD is aware that it has the responsibility for the protection oFthe
information processing resources under its administrative and technical
responsibility. To that effect, it is ISD policy todevelop, implement,
and maintain a Contingency Plan for the purpose of addressing the
following three elements:

 (a) Emergency Response. Emergency response procedures to cover the
appropriate emergency response to a fire, flood, civil disorder, natura
disaster, bomb threat, or any other contingency or activity, to protect
lives, limit damage, and minimize the impact on information processing
operations.

 (b) Backup Operations. Backup operations procedures to ensure that
essential information processing operational tasks can be conducted
after disruption to ISD facilities.

 (c) Recovery Actions. Recovery actions procedures to facilitate the
rapid restoration of ISD information processing facility following
physical destruction, major damage, or loss of data.

Priorities

The protection priorities established in this policy and addressed by
the Contingency Plan are: First, protect human life; second, protect
data and software and, third, protect equipment and facilities.

ISD intends to implement the provisions of this Policy according to the
guidelines for contingency planning suggested in the Federal Informatio
Processing Standards Publication (FIPS PUB 87) of March 27, 1981.

This document is the current version of Policy 2.08.4004
that had been issued by the Comptrollers Data Processing Division